

Green Facts

Amending a Certificate of Approval to Reflect a Change of Name, Address and/or Ownership

The Ministry of the Environment (MOE) approvals program has been designed to ensure that all undertakings requiring approval are carried out in accordance with legislation including the *Ontario Water Resources Act*, the *Environmental Protection Act*, the *Pesticides Act*, the *Environmental Assessment Act*, the *Environmental Bill of Rights, 1993*, the *Safe Drinking Water Act, 2002* and associated regulations. Certificates of Approval are required for facilities that release emissions to the atmosphere, discharge contaminants to ground and surface water, provide potable water supplies, or store, transport, process or dispose of waste.

Once a Certificate of Approval has been issued, it becomes a legal document. The Ministry must be notified whenever information in this document changes or becomes out of date. An administrative amendment or an amendment requiring technical review may be required depending on what information has changed. In the case of a change of name, a change of address or a change of ownership, an administrative amendment is required. There is no fee associated with an administrative amendment of this nature.

To apply for an administrative amendment relating to a change in name, address and/or ownership, you must submit a letter to the MOE requesting an update to the information. This letter must be accompanied by supporting information relating to the request. Letters that are not accompanied by the required supporting information will not be processed and will be returned together with a checklist outlining the information required to process the request. The request for a change of name, address and/or ownership should be submitted to the MOE within the timeline specified in your Certificate of Approval.

Supporting Information Required for a Change of Name / Address / Ownership:

1. A signed letter from the Certificate of Approval holder to the MOE, requesting a change in the name/address/ownership of the business and the date it is effective.
2. A copy of the Certificate(s) of Approval which require the name/address/ownership change.

3. Proof of Legal Name (must reflect current name/address/ownership).

Examples Include: Updated Corporate Profile Report, Master Business Licence, or "Initial Notice or Notice of Change"; or Articles of Incorporation; or Extra-Provincial Licence (for out of Province/State); or Birth Certificate (for applicants applying as an individual). NOTE: proof of legal name is not required for municipalities, government agencies and public bodies.

4. For ownership changes - provide a signed letter from the previous owner authorizing the transfer of ownership.

Additional Information Required for Waste Management Systems Certificates of Approval:

1. Proof that vehicle ownership has been changed to reflect the new name/address/ownership.
2. Proof that insurance has been changed to reflect the new name/address/ownership.
3. Truck storage yard location (location where the vehicles are parked)
4. If the Certificate of Approval holder is not the owner of the land where the vehicles are parked, a signed letter from the land owner that includes the land owner's name, address and consent for parking the vehicle(s) and/or equipment on their land.
5. Updated Financial Assurance to reflect the name/address/ownership change (applicable to PCB, Biomedical and Mobile Processing).

Additional Information Required for Waste Disposal Sites Certificates of Approval:

1. Updated Financial Assurance to reflect the name/address/ownership change.

The information contained in this document is of a general nature only and is not intended to constitute advice for any specific fact situation. Please note that the text of many Ontario statutes and regulations are available on the Internet at www.e-laws.gov.on.ca.

The request for a change of name, address, and/or ownership (including all supporting information) should be submitted to:

Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Ave W, Floor 12A
Toronto, ON M4V 1L5

Toll Free: 1-800-461-6290
Phone: 416-314-8001
Fax: 416-314-8452
Email: EAABGen@ene.gov.on.ca
Website: www.ene.gov.on.ca